



RTM Ways & Means Committee

TOWN OF BRANFORD

Judith Barron * Peter Black * Don Conklin * Linda Erlanger * Kevin Healy, Chair

RECEIVED

FEB 28 REC'D

WAYS & MEANS REGULAR MEETING AGENDA MARCH 2, 2022 @ 7:00 p.m.

BRANFORD TOWN CLERK

There will be a regular meeting of the Ways and Means committee on Wednesday March 2, 2022 at 7:00 p.m. at Community House, 46 Church Street, Branford, CT.

- I. To consider, and if appropriate, approve a request from the Director of Human Resources to amend the FY20, FY21 and FY22 budgets to account for salary changes pursuant to the collective bargaining agreement for the Public Works Union Contract (includes General Government Buildings, Transfer Station and Public Works personnel) as follows:

General Fund Transfers

General Government Buildings

From:

10149040-588802	Contingency	(\$21,686)
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To:

10141170-519070	Retro Wages & O.T. FY20 & FY21	\$9,941
10141170-517000	Wages FY22	8,809
10141170-519040	Accrued Payroll FY22	34
10141170-518000	Overtime FY22	<u>2,902</u>
		\$ 21,686

Transfer Station

From:

10149040-588802	Contingency	(\$26,143)
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To:

10143040-519070	Retro Wages & OT FY20 & FY21	\$ 10,704
10141170-517000	Wages FY22	12,454
10141170-519040	Accrued Payroll FY22	48
10143040-518000	Overtime FY22	<u>2,937</u>
		\$ 26,143

Public WorksFrom:

10149040-588802	Contingency	(\$140,641)
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To:

10143010-519070	Retro Wages & O.T. FY20 & FY21	71,276
10143010-517000	Wages FY22	62,124
10143010-519040	Accrued Payroll FY22	239
10143010-518000	Overtime FY22	<u>7,002</u>
		\$ 140,641

2. To consider, and if appropriate, approve a request from the Director of Human Resources to amend the FY22 budget to account for salary changes pursuant to the collective bargaining agreement for the Supervisor's Union Contract. This contract effective July 1, 2021 as approved by the RTM, will increase salary budgets this fiscal year by 2.0%.

General Fund TransferFrom:

10149040-588802	Contingency	(\$ 21,262)
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To:

10141040-517000	Wages & Salaries – Finance	\$ 1,909
10141050-517000	Wages & Salaries – Assessor	1,893
10141130-517000	Wages & Salaries – Planning & Zoning	2,295
10141160-517000	Wages & Salaries – Inland/Wetlands	1,519
10142050-517000	Wages & Salaries – Building	1,838
10143010-517000	Wages & Salaries – Public Works	1,445
10143040-517000	Wages & Salaries – Solid Waste	1,386
10143050-517000	Wages & Salaries – Engineering	2,383
10144020-517000	Wages & Salaries – Senior Center	1,929
10145010-517000	Wages & Salaries – Recreation	1,435
10146020-517000	Wages & Salaries – Willoughby Wallace Library	1,818
10141040-519040	Accrued Payroll Expense	8
10141050-519040	Accrued Payroll Expense	8
10141130-519040	Accrued Payroll Expense	9
10141160-519040	Accrued Payroll Expense	6
10142050-519040	Accrued Payroll Expense	10
10143010-519040	Accrued Payroll Expense	6
10143040-519040	Accrued Payroll Expense	6
10143050-519040	Accrued Payroll Expense	10
10144020-519040	Accrued Payroll Expense	8
10145010-519040	Accrued Payroll Expense	6
10146020-519040	Accrued Payroll Expense	7
10142060-599104	Transfer Out - Animal Control Fund	<u>1,328</u>
		\$21,262

Corresponding Animal Control Fund Transfer & Resolution:

Appropriation Increase:

20690000-490010	Operating Transfer In	\$1,328
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Appropriation Increase:

20642060-517000	Wages & Salaries	1,322
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20642060-519040	Accrued Payroll Expense	6
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RESOLVED: That the Board of Finance recommends to the RTM a transfer out of \$1,328 to the Animal Control Fund to fund salary changes pursuant to the collective bargaining agreement for the Supervisor's Union. This transfer will increase the Fiscal year 2022 budget in the Animal Control Fund from \$388,547 to \$389,875.

3. To consider, and if appropriate, approve a request from the Assistant Finance Director for the following budget transfer:

Legal Services

From:

10149040-588802	Contingency	(\$ 1,900)
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To:

10141090-529420	Expenses and Claims	\$ 1,900
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4. Adjournment

Respectfully submitted,

Dr. Kevin Healy
Chair

ITEM #1 & #2

RECEIVED

2022 FEB 22 A 11: 58

HUMAN RESOURCES DEPARTMENT

BRANFORD, CONNECTICUT

Lisa Arpin
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405
(203) 315-0629
FAX: (203) 889-3316
www.branford-ct.gov

Date: February 17, 2022

To: Joseph Mooney, Chairperson
Board of Finance

Copt to: Jamie Cosgrove, First Selectman
James Finch, Finance Director
Kathryn LaBanca, Asst Finance Director
Lisa Arpin, Town Clerk

Re: Transfer/Budget Adjustments

I am requesting that the following transfers be placed on the agenda for the next Board of Finance meeting to amend the FY 2019-20, FY 2020-21 and FY 2021-22 budgets to account for the salary changes pursuant to the collective bargaining agreements for the Public Works Union Contract (Includes General Building, Transfer Station and Public Works personnel) and the Supervisor's Union Contract.

Public Works Contract 2019-20 Fiscal Year (2.5% wage increase)
2020-21 Fiscal Year (2.5% wage increase)
2021-22 Fiscal Year (2.0% wage increase)

General Fund Transfer

General Building

Transfer From:

10149040-588802	Contingency	(\$21,686)
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To:

10141170-519070	Retro Wages & OT	FY20 & 21	\$9,941
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10141170-517000	Wages	FY2021-22	\$8,809
10141170-519040	Accrued Payroll Exp.	FY2021-22	\$34
10141170-518000	Overtime	FY2021-22	\$2,902

Transfer Station Transfer From:

10149040-5888802	Contingency		(\$26,143)
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To:

10143040-519070	Retro Wages & OT	FY20 & FY 21	\$10,704
10141170-51700	Wages	FY2021-22	\$12,454
10141170-519040	Accrued Payroll	FY2021-22	\$48
10143040-518000	Overtime	FY2021-22	\$2,937

Public Works Transfer From:

10149040-5888802	Contingency		(\$140, 641)
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To:

10143010-519070	Retro Wages & OT	FY20 & FY21	\$71,276
10143010-517000	Wages	FY2021-22	\$62,124
10143010-519040	Accrued Payroll	FY2021-22	\$239
10143010-518000	Overtime	FY2021-22	\$7,002

Supervisors Contract: This contract effective July 1, 2021 as approved by the RTM will increase salary budgets this fiscal year by 2.0%.

General Fund Transfer

Transfer From:

ORG	Object	Description	Amount
10149040	588802	Contingency	(\$21,262)

Transfer To:

ORG	Object	Description	Amount
10141040	517000	Wages & Salaries - Finance	\$1,909
10141050	517000	Wages & Salaries - Assessor	\$1,893
10141130	517000	Wages & Salaries - Planning & Zoning	\$2,295
10141160	517000	Wages & Salaries - Inland/Wetlands	\$1,519
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10143010	517000	Wages & Salaries - Public Works	\$1,445
10143040	517000	Wages & Salaries - Solid Waste	\$1,386
10143050	517000	Wages & Salaries - Engineering	\$2,383
10144020	517000	Wages & Salaries - Senior Center	\$1,929
10145010	517000	Wages & Salaries - Recreation	\$1,435
10146020	517000	Wages & Salaries - WWML	\$1,818
10141040	519040	Accrued Payroll Expense	\$8
10141050	519040	Accrued Payroll Expense	\$8
10141130	519040	Accrued Payroll Expense	\$9
10141160	519040	Accrued Payroll Expense	\$6
10142050	519040	Accrued Payroll Expense	\$10
10143010	519040	Accrued Payroll Expense	\$6
10143040	519040	Accrued Payroll Expense	\$6
10143050	519040	Accrued Payroll Expense	\$10
10144020	519040	Accrued Payroll Expense	\$8
10145010	519040	Accrued Payroll Expense	\$6
10146020	519040	Accrued Payroll Expense	\$7
10142060	599104	Transfer Out - Animal Control Fund	\$1328

Corresponding Animal Control Fund Transfer & Resolution:

Appropriation Increase:

20690000 490010 Operating Transfer In \$1328

Appropriation Increase:

20642060 517000 Wages & Salaries \$1322

20642060 519040 Accrued Payroll Expense \$6

Resolved: That the Board of Finance recommends to the RTM a transfer out of \$1328

to the Animal Control Fund to fund salary changes pursuant to the collective bargaining

agreement for the Supervisor's Union. This transfer will increase the Fiscal Year 2022 budget

in the Animal Control Fund from \$388,547 to \$389,875.

OFFICE OF THE TREASURER

BRANFORD, CONNECTICUT



1019 MAIN STREET
POST OFFICE BOX 150
BRANFORD, CT 06405

TEL: (203) 488-8394
FAX: (203) 315-3736
www.branford-ct.gov

Date: February 24, 2022
To: Joseph Mooney, Chairman Board of Finance
From: Kathryn LaBanca, Assistant Finance Director
Re: Transfer Request

RECEIVED
2022 FEB 25 A 8:42
Kathryn LaBanca
BRANFORD TOWN CLERK

I am requesting the following transfer be placed on the agenda for the Board of Finance February 28, 2022 meeting.

<u>From</u>		
10149040-588802	Contingency	1,900
<u>To:</u>		
10141090-529420	Expenses and Claims	1,900

Background

Historically the Town's tax software vendor, Quality Data Service (QDS), generates our tax and sewer utility bills. Last August there was a miscommunication between the town and QDS and as a result approximately 490 sewer utility bills were generated reflecting an amount due that was lower than it should have been. This was as a result of QDS "rolling forward" prior year credits to the current year bill and the tax office not reviewing them prior to the bills being mailed. There are several reasons the town does not allow a prior year credit be applied to a current bill 1) difficulty in reconciling revenue and receivable accounts in our financial system; 2) understates current year revenue; 3) if ownership of property changed hands a new owner receives the benefit of another's credit; 4) there is a 3 year statutory time limit allowed for issuing refunds. For these and other reasons when an account has a credit balance the tax office sends the current property owner a refund request form that must be signed and returned at which time the finance office issues a check to the resident for the credit amount.

The administration met to discuss a plan that addressed the billing and interest issue while being cognizant of the state statutes that pertain to property taxation. It was determined that:

- a. The town would issue a check payable to the tax office for any account reflecting a balance due of \$4.99 or less.
- b. A balance due bill would be sent for any account that reflected an amount due of \$5.00 or greater. A letter from the Tax Collector would be sent along with the bill explaining the circumstances and allowing the resident to pay by January 31st without interest. The town would issue a check to the tax office for any interest accumulated before being paid in full.
- c. There were many accounts where a resident paid the amount reflected on the bill, was sent a balance due letter including interest by the tax office and paid that amount due. In these instances the town would issue a refund check in the amount of the interest paid by the resident as it is our opinion that the billing error was the town's responsibility to correct within the time frame that would have allowed residents to pay the correct amount by the due date.

Currently there are approximately 105 accounts where a check will need to be issued to the Tax Collector for bill and/or interest adjustments and 45 refunds that need to be issued to residents for interest that we collected due to the billing issue.

Thank you for your consideration of this request.